



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
SYBIL BRAND COMMISSION FOR INSTITUTIONAL
INSPECTIONS
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 372
LOS ANGELES, CA 90012
<http://sbc.lacounty.gov>**

Wednesday, November 14, 2012

10:00 AM

AUDIO LINK FOR THE ENTIRE MEETING. (12-5359)

Attachments: [AUDIO](#)

Present: Chairperson Eleanor R. Montañó, Vice Chairperson Frank S. Bacio,
Commissioner Barbara Bigby, Commissioner Cheryl Grills Ph.D.,
Commissioner Donald S. Andrews and Commissioner Susan Burton

Excused: Commissioner Anne S. Hill

Call to Order. (12-5306)

**Chairperson Montañó called the meeting to order at 10:00 a.m.
Commissioners Grills and Burton joined at 10:15 a.m. respectively.**

**Chairperson Montañó led in the Pledge of Allegiance, followed by a
moment of silence.**

I. ADMINISTRATIVE MATTER

1. Approval of the November 7, 2012 Minutes. (12-5307)

**On motion of Commissioner Barbara Bigby, seconded by Commissioner
Donald S. Andrews, unanimously carried, the minutes of
November 7, 2012 were approved.**

Attachments: [SUPPORTING DOCUMENT](#)

II. REPORTS

2. Chairperson's Report on various items for November 14, 2012. (12-5308)

In follow up to the November 7, 2012 discussions on the Commission's

protocol for reporting group home inspection findings, Chairperson Montano distributed a memo to the Commissioners to remind them of the yes or no option provided at the bottom of the jail/lockup and group home inspection forms which must be checked by each commissioner, at the completion of every inspection to indicate whether or not the inspection findings should be reported to the Board of Supervisors (Board). Doing so will aid Commission Services staff in determining what needs to be reports to the Board.

3. Treasurer's Report for November 14, 2012. (12-5309)

Vice Chairperson Frank Bacio reported that the current bank statement balance of the Commission's Charitable Fund remains at \$561.58.

4. Staff Report on Correspondence Received and Department Representative Reports for November 14, 2012. (12-5310)

As requested by the Commission, Ms. Bolaji Famuyiwa, Commission Staff, presented the following items for review and approval:

- **The draft letter to the Citizens' Commission on Jail Violence (CCJV) inviting them to attend one of SBC's future meetings. On motion of Commissioner Andrews, seconded by Commissioner Bigby and unanimously carried the letter was approved and staff was directed to mail to CCJV accordingly.**
- **The draft template for submitting non-satisfactory inspection reports to the Board. On motion of Commissioner Grills, seconded by Commissioner Burton and unanimously carried the template was approved.**
- **The commendation letter to Sergeant Roel D. Garcia, Sheriff Department, for his outstanding performance in coordinating the November 6, 2012 polls for inmates registered to vote election at the Men's Central Jail. On motion of Commissioner Burton, seconded by Bigby and unanimously carried the letter was approved and staff was directed to mail accordingly.**

5. Review of Group Home Compliance Monitoring Audit Reports presented on November 14, 2012. (12-5311)

Not in Compliance:

- **Commissioner Bigby visited Moore's Cottage - Page 28 #2, on November 8, 2012 and reported that two out of three Needs and Service Plans (NSP's) were missing the social workers signature.**

Unavailable:

- **Commissioner Grills visited O'Conner & Atkins - Page 29 #3, on November 12, 2012 and reported that staff was unavailable to facilitate the inspection. She will return to conduct the inspection at a later date.**
6. Commissioners Reports on Group Home and/or Detention Facilities Inspections from November 8, 2012 to November 13, 2012. (12-5312)

During the reporting period the following facilities were reported as being in satisfactory condition:

- **Chairperson Montano, Vice Chairperson Bacio, and Commissioner Andrews visited Los Angeles County USC Medical Center Jail Ward, on November 8, 2012.**
- **Chairperson Montano and Commissioner Andrews visited Camp Afflerbaugh, on November 13, 2012.**
- **Vice Chairperson Bacio and Commissioner Bigby visited Camp Paige, on November 13, 2012.**

Following the inspection reports the Commissioners had a brief discussion to determine what non-satisfactory inspection reports should be reported to the Board. On motion of Commissioner Bigby seconded by Commissioner Andrews and unanimously carried, the Commission decided that only those non-satisfactory inspections that poses serious problems and/or potential safety threat should be reported to the Board.

III. MISCELLANEOUS

Matters Not Posted

7. Matters not on the posted agenda, to be discussed and (if requested) referred to staff or placed on the agenda for action at a future meeting, or matters requiring immediate action because of an emergency situation or where the need to take action came to the attention of the Committee subsequent to the posting of the agenda. (12-5313)

There were no matters presented for a future agenda.

Public Comment

8. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission. (12-5314)

There were no members of the public present to address the Commission.

Adjournment

9. Adjournment for the meeting of November 14, 2012. (12-5315)

There being no further business, the meeting of November 14, 2012 was adjourned at 11:12 a.m.